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## **Job Advertisement**

**Position:** Program Officer (01)

**Status:** Volunteer

**Reporting Line:** Executive Director

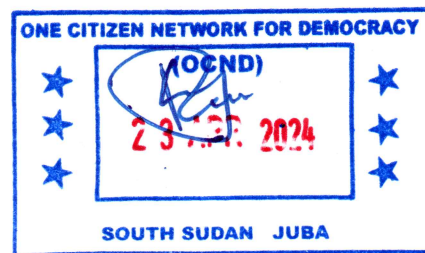
**Location:** Juba

**Format:** Both Office and remote

**Experience:** 2 to 5 years

**Issue Date:** 23/04/2024

**Deadline:** 30/04/2024



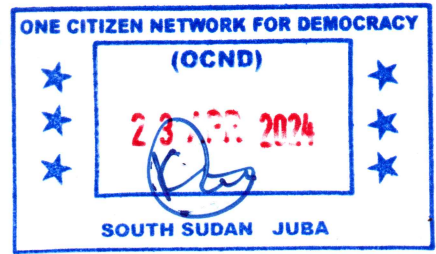
### **Background:**

One Citizen Network for Democracy (OCND) is a legally registered youth-led non-governmental organization with Relief and Rehabilitation Commission (RRC), founded in 2021 with its headquarters in Juba – South Sudan. The organization’s work and programs are not for profit but for the benefit of the communities in South Sudan.

The organization’s main purpose is to enhance democracy, good governance, and human rights in South Sudan and to empower individuals, groups, and communities to participate in nation-building. OCND’s programs also include strengthening cohesion by promoting peace and combating violence and extremism in the community.

Therefore, the organization seeks a highly qualified, reputable, and experienced program officer who will work and lead the team to steer the organization’s programs. The candidate will be in a position to participate in strategic program planning with the management, and will also be responsible for coordination with partners, and stakeholders.

*Enhancing democracy in South Sudan, empowering individuals, groups and communities to participate in nation-building.*



### Required Qualifications:

The interested applicant/candidate must possess the following:

- A bachelor's degree or master's in public administration, business administration, or project management from a legally recognized public academic institution.
- Knowledge of project management principles, methodologies, and tools.
- Strong interpersonal skills and ability to communicate effectively.
- The candidate must at least have two to five years of previous work experience as a program officer or related position and field.

### Job Descriptions:

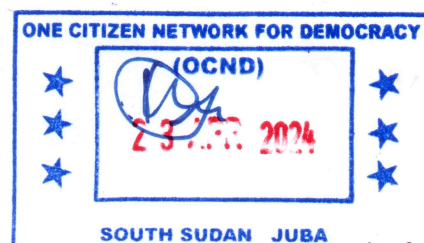
- **Program Development and Management:** He/she will be responsible for developing, implementing, and managing programs that align with the organization's goals and objectives. This will involve planning program schedules, activities, and resources to ensure successful outcomes.
- **Grant Writing:** He/she will work with the management to lobby for funding opportunities, prepare proposals, and maintain relationships with donors and funders.
- **Budget Management:** He/she will ensure that programs are financially viable by planning and overseeing program budgets, monitoring expenditures, and making adjustments as necessary to stay within budget constraints.
- **Monitoring and Evaluation:** She/he will assess the effectiveness of programs by conducting monitoring and evaluation activities. He/she will set up evaluation frameworks, collect and analyze data, and report on program outcomes to both the management and stakeholders.
- **Stakeholder Engagement:** He/she will be responsible for engagement with various stakeholders, including beneficiaries, community leaders, government officials, donors, and other volunteers. He/she will facilitate stakeholders' meetings, communication, and collaboration to garner support and ensure programs meet community needs.
- **Capacity Building:** He/she will be responsible for the capacity building of local

communities through training, mentorship, and the development of resources to enhance the effectiveness and sustainability of programs.

- **Advocacy and Public Awareness:** He/she will engage in advocacy and public awareness campaigns to promote the organization's causes, influence policy, and raise public support for programs.
- **Compliance and Reporting:** He/she will ensure compliance with legal, contractual, and organizational standards. He/she will prepare reports for donors, the government, and other stakeholders to demonstrate program progress and compliance.
- **Strategic Planning:** He/she will participate in the strategic planning process of the organization and will contribute insights and data from programs to inform the organization's strategy and direction.
- **Team Leadership and Management:** He/she will lead and manage program teams, coordinate with other volunteers, and foster a positive, productive team environment.
- Any other assignment as per the management directive.

#### **Skills and Competencies:**

- **Project Management Skills:** The ability to plan, execute, and oversee projects from conception to completion. This includes setting deadlines, coordinating with team members and partners, managing budgets, and ensuring projects align with the organization's goals.
- **Analytical Thinking:** Ability to analyze data, trends, and reports to inform program development and assess outcomes to enable evidence-based decisions that enhance the effectiveness of the programs.
- **Communication and Interpersonal Skills:** The ability to write and speak, persuasively, and presentably in English both internally and externally and the ability to relate with diverse stakeholders, including community members, donors, and staff.
- **Financial Acumen:** The ability to understand and ensure programs are financially viable and resources are used efficiently.



- **Cultural Competency:** The ability to understand and respect the diverse backgrounds and needs of the communities served to help build trust and engagement with community members, staff, and stakeholders.
- **Adaptability and Problem-Solving:** The ability to adapt to changes, address unexpected challenges, and be flexible at solving problems creatively.
- **Ethical Judgment and Integrity:** The ability to adhere to the highest ethical standards and demonstrate integrity in all actions within and outside the organization. Ability to exhibit professionalism, transparency, accountability, and fairness in the work environment, fostering trust among stakeholders and the communities served.

Please send us your Cover Letter, CV, and copy of your supported document through this email: [hr-recruit@ocnd.org](mailto:hr-recruit@ocnd.org), if you are interested and meet the above requirements for the position.

Alternatively, applicants can apply through this link: [https://www.ocnd.org/?page\\_id=57](https://www.ocnd.org/?page_id=57)

For inquiries regarding the application process, please contact us at [info@ocnd.org](mailto:info@ocnd.org) or +211919425652.

**NB:** *This position is only for South Sudanese nationals, One Citizen Network for Democracy has an equal chance and opportunity for every South Sudanese who meets the above qualifications and requirements to work and support its mission and objectives.*

**The application deadline is on 30th/04/2024 until 4:00 pm**

